

PLEASE ANSWER EVERY QUESTION

SECTION A: *Where, when and who?*

1. School Name <input type="text"/>	4. Your name <input type="text"/>
2. School ID (as assigned by AMRInteractive) <input type="text"/>	5. Date <input type="text"/> / <input type="text"/> / <input type="text"/>
3. Photocopier number <input type="text"/>	

SECTION B: *What have you copied?*

6a. Please tick the SOURCE of your copy AND then photocopy the publication details of the source.

<input type="checkbox"/> BOOK	} You need to photocopy the ISBN, ISSN or ISMN, <u>or</u> the page(s) with the publication details.
<input type="checkbox"/> BLACKLINE MASTER	
<input type="checkbox"/> MAGAZINE/ JOURNAL	
<input type="checkbox"/> PRINT MUSIC	
<input type="checkbox"/> NEWSPAPER	Newspaper name <input type="text"/> Publication date <input type="text"/> / <input type="text"/> / <input type="text"/> Page no(s) <input type="text"/>
<input type="checkbox"/> INTERNET	You need to photocopy the page with the web address <u>or</u> write the web address below. <input type="text"/>
<input type="checkbox"/> OTHER PUBLISHED MATERIAL	Provide as much detail as possible below <u>and</u> attach a full copy of what you have copied. Creator(s) <input type="text"/> Title <input type="text"/> Publisher <input type="text"/>
<input type="checkbox"/> SOURCE UNKNOWN	No publication details are available. Please attach a full copy of what you have copied.

6b. Please tick WHAT you've copied from this source AND photocopy the pages(s) that list the title & creator(s) of the individual work, unless already done in Q6a. Note: tick one box only unless you've ticked multiple sources in Q6a.

<input type="checkbox"/> CHAPTER(s) or part	<input type="checkbox"/> SHORT STORY	<input type="checkbox"/> VISUAL ARTS	<input type="checkbox"/> OTHER <input type="text"/>
<input type="checkbox"/> ARTICLE(s) or part	<input type="checkbox"/> PLAY	<input type="checkbox"/> INTERNET PAGE(s)	
<input type="checkbox"/> POEM	<input type="checkbox"/> PRINT MUSIC	<input type="checkbox"/> ACTIVITY/RESOURCE PAGE(s)	

SECTION C: *Further details*

7. Does the material copied contain any Visual Arts? This includes photographs, cartoons, drawings, graphs, charts, illustrations, maps and paintings. Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Number of published pages copied <input type="text"/> Don't include extra photocopies you made to attach to this form here, include them at <u>Q12</u>
8. What is the copy output format? (tick one) Paper <input type="checkbox"/> Overhead transparency <input type="checkbox"/>	11. Number of copies of each page <input type="text"/>
9. Is this for display? For example works to be mounted on a wall or put on display in a folder. Yes <input type="checkbox"/> No <input type="checkbox"/>	12. Total number of sheets produced by the photocopier <input type="text"/> <ul style="list-style-type: none"> • Include any mistakes or discarded copies • Count each double-sided sheet as 2 • Include extra photocopies you made to attach to this form Now staple the extra photocopies you made to this form & place the completed form in the folder.

Thank you for completing this important Copyright Survey

WHAT ARE.....?

CREATOR(S) include Author, Journalist, Poet, Playwright, Illustrator, Artist, Photographer, Cartoonist, Painter, Designer, Composer, Arranger, Lyricist, Sculptor and Architect etc.

PRINT MUSIC includes music and /or lyrics contained in a piece of single sheet music or a piece of music from a book.

HOW DO I RECORD A WORKSHEET I'VE MADE?

A teacher-made worksheet may have items from several different sources all on the one page.

Example: *It may have a book excerpt, a newspaper photograph and an internet page all on an A4 sheet.*

Step 1: Count any copies made to produce the worksheet master and keep this tally aside for Q12.

Step 2: Record your photocopies of the worksheet master on one Published Material Record Form only:

- Tick as many sources as apply in Q6a.
- If the publication details for each item are written on the worksheet master, then simply attach the worksheet. If not, then copy and attach publication details as you normally would for each item.
- Q6b to Q9 are completed as usual.
- Q10: This is the number of items on the worksheet. In the above example the number is 3.
- Q11 is completed as usual.
- Q12: Include the count from Step 1 in the total as well as your worksheet copies.

WHERE DO I FIND AN ISBN, ISSN or ISMN?

A book **ISBN** (International Standard Book Number) is found either:

- on the reverse of the title page with the other publication details (*Example 1*)
- on the back of the dust jacket of the book (*Example 2*)

Be careful not to use the book's price, department or library barcode. It is similar to *Example 2*

Example 1

National Library of Australia
Cataloguing-in-Publication entry:
de Vaus, D.A.
Surveys in social research
Bibliography
Includes index
ISBN 0 04 442143 5

Example 2



A journal **ISSN** (International Standard Serial Number) or music publication **ISMN** (International Standard Music Number) is often on the front cover or the inside page.